

FINANCE OFFICER BASIC COURSE LEADERSHIP POSITIONS DESCRIPTION

Note: Each U.S. Officer will hold 1 main leadership position and possibly another assistant position during the course (depending on class size).

1. Class Leader and Assistant Class Leader (2 Students): Senior students of the class. Represents class throughout the course. Serves as single student point of contact with Course Director. Coordinates efforts of class during routine requirements. Responsible to Course Director for student duty status.
2. Squad Leaders (4 Students): Serve as squad leaders for your class. Represents squad throughout the course. Tracks accountability of squad and disseminates information as necessary.
3. Class S1/Adjutant and Assistant (2 Students): Liaison for all administrative support to include personnel, finance, academic records, and all A Company TSB student personnel actions. Maintains classroom visitor's book and bulletin board. Serves as class mail officer (training class required to perform mail handler's duties).
4. S-2/S-3 and Assistant: (2 Student) Liaison for all training events (e.g. classroom, ranges, STX's, FTX, and administrative events). Coordinates with FCCC Course Director, FOBC Course Director, cadre, fellow classmates, and other offices as necessary to accomplish the mission. Maintains training boards in classroom and in office. Prepares after action report on S-3 operations during FTX and all other training events during the course.
5. Class S4 and Assistant (2 Students): Accountable for all property in the classroom. Primary liaison with Finance School Supply SGT for supply requests. Responsible for the acquisition of class (T-shirts, class mugs, ect) as needed for the class. Assists course director in coordination of supply draws with TSB S4: NBC mask issue, CIF issue and direct exchange of items. Responsible for monitoring recycling program for the class in conjunction with SSI recycling program. Coordinate with DOTS for delivery of recyclables and trash. Responsible for upkeep (cleanliness) of classroom.
6. Academic Officer (1 Student): Assists classmates in finding assistance for all "trouble area" blocks of instruction. Represents class during review of examinations. Conducts critiques of all classes after exam. Provides instructors with filled out grade sheet.
7. PT Leader and Assistant (2 Student): Plans coordinates class sports and fitness activities/programs. Develops, coordinates, briefs to course director/class members, and administers Class PT Program. Arranges for logistics for PT tests, class sport activities, etc. Prepares mid-course briefing on progress of PT efforts. Prepares and analyzes results of mid-course and final APFT.

8. International Officer Sponsor (4 Students*): Assist allied officer with all aspects of course (academic, physical fitness, and social); act as diplomat for the United States; incorporate international officer in all classroom and outside activities; assist in transportation needs; introduce officer to American culture; develop friendship.

* Based on the number of International officers enrolled in the course.

9. Battle Analysis OICs (6 Students): Plan, coordinate, and direct your team's battle analysis, terrain walk, or staff ride. Additional duty of assisting Squad Leaders as Team Leader A or B.

10. Class Treasurer and Assistant (2 Students): Responsible for the collection, maintaining, and safeguarding of all funds associated with class projects, coffee fund, and/or social events. Monetary duties include the collection, safeguarding, reporting, and accountability of all funds. Collects money for all social events (Regimental Ball / Dinning Out) and other class functions as needed. Note: class treasurer with class consensus may collect a one time class fund amount TBD.

11. Class Safety Officer (1 Student): Serves as Class Safety Officer for all activities and events conducted by the class. Responsible for ensuring project OICs and student leader's conduct risk management procedures prior to all events. Reviews all risk assessments prior to submission to the FOBC Course Director. Maintains a file of all risk assessments. Maintains a safety board and required safety readings within the classroom. Conducts weekly safety briefings prior to each weekend and holiday.

12. Automations Officer (1 Student): Acquires, maintains, and updates all class automation equipment. Instructs and assists classmates on all equipment and applications (MS Office, etc.) Works with automation division, Mr. Jack Sheedy at 751-8648, for equipment and networking (LAN, E-mail, Internet both classroom and field training requirements). Assists all instructors in computer / projector setup prior to class start time.

13. Graduation / Dinning Out Officer (1 Student): Plans and coordinates graduation ceremony, dinner, and associated tasks. Works with FCCC on Regimental Ball or Dinning Out and performs duties as directed to assist the Social Team.

14. Social Officer (1 Student): Plans participation in social events to include icebreaker, values luncheon, IO ceremony / luncheon, class OPD's / breakfasts, and picnic when conducted. Responsible for informing the class on upcoming social activities on Ft Jackson and local communities. Assists duties as directed to assist the class S4.

15. Community Service Officer / Public Affairs Officer: Plans, coordinates, and executes class community service project. Coordinates class photos, class slideshow / Photo CD for graduation.